



What are some of the challenges you have with the meetings you attend?

Art of Execution  
*Effective Meetings*

There are two categories of challenges we face in meetings - \_\_\_\_\_ and \_\_\_\_\_.

The goal with people is to build \_\_\_\_\_ and the goal with processes, systems and procedures is to reduce \_\_\_\_\_ without impacting quality or safety.



How can I improve the meetings I facilitate or attend by increasing trust (character and competence) and/or reduce time by improving related processes?



Complete the meeting planner to help you effectively prepare for a meeting that's coming up. Be prepared to share with a partner when instructed to do so.

### 5-minute Meeting Planner

Subject: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

Where: \_\_\_\_\_

Refreshments provided  yes  no

What do we need to achieve?	How will we know when we have achieved our objective(s)?
▶	▶
▶	▶
▶	▶

Who needs to be at the meeting?

Who will keep track of time?

Who will keep us on track with our agenda?

Critical agenda points	Start Time	Finish Time
1		
2		
3		
4		

What information needs to be shared ahead of the meeting? If so, what and by when?

Are there any issues that could throw is off track?

What would be the next steps after this meeting?

*"I keep six honest serving-men. They taught me all I knew. Their names are What and Why and When and How and Where and Who" - Rudyard Kipling.*